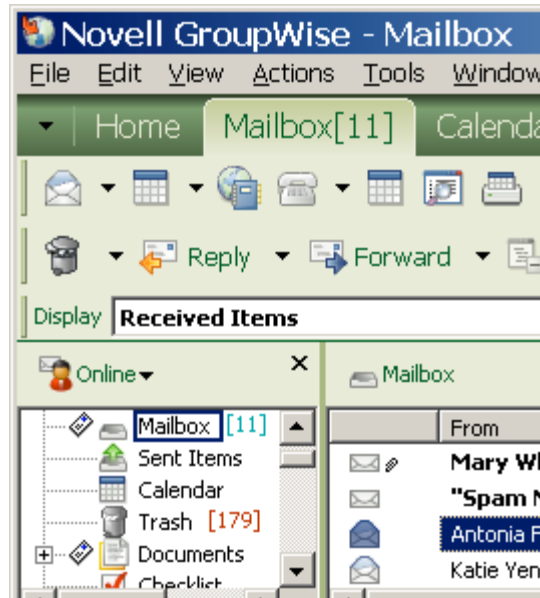


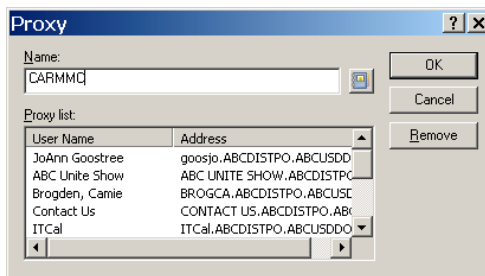
Accessing a Proxy Account – Client Account

1. Open GroupWise
2. Click on the word **“ONLINE”** in the Grey line just above your name
3. A list pops up -- Click on the word **PROXY**

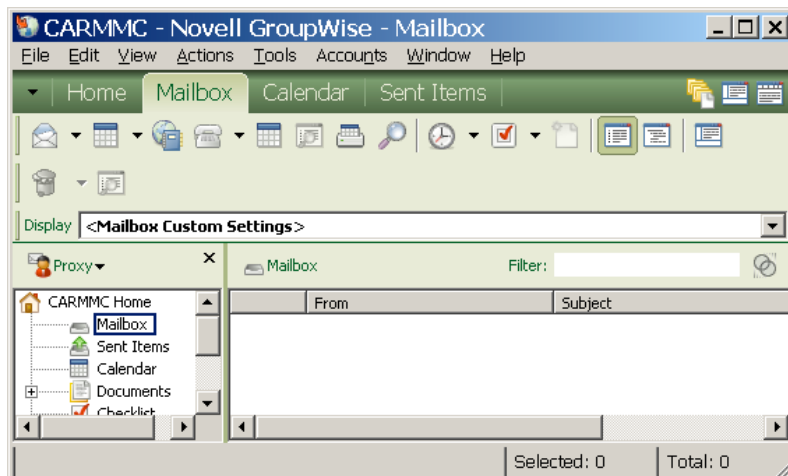


4. The proxy box comes up.
5. Type the name of the person for whom you will proxy and click OK

**For the Professional Development Calendar type prof
And you will see Prof Dev MC and then click OK**



6. Now if you look in your folder container box, you will see a small globe and you will now see the person for whom you are proxying. Notice the grey line now shows PROXY instead of ONLINE.
7. Each time you want to go back and forth to access either your own account or the proxy account, just click on ONLINE or PROXY and select the name.



If you have any questions, please contact JoAnn Goostree at Ext. 21008.